

## 3.5 BATCH UPDATE

### Introduction

The “batch update” is a process in StEPS that uses a Standard Data Output (SDO) file as input to update a survey’s SAS data sets (e.g., master control, stat period control, item, notes, respondent text, mail group, etc.).

The SDO file is an ASCII file. Data that is output from non-StEPS processes (e.g., check-in, keying in NPC) must be output in the SDO format in order for the data to be loaded into StEPS. Subject matter analysts and programmers may also create their own SDO files to update certain fields within StEPS data sets.

The Batch Update option in StEPS allows you to retrieve files from the Master Control System (for a given survey), run the batch update on select files, and view the batch update results. These results include transmission files, dispositions, batch update summary, audit trails, log files, etc.

Each of these options is explained in detail in the subsequent sections of this chapter:

- 3.5.1 Standard Data Output (SDO) File
- 3.5.2 Get Files from MCS
- 3.5.3 Run Batch Update
- 3.5.4 Batch Update Information
- 3.5.5 Batch Update FAQ’s

### Accessing the Screen(s)

- ! Click on the COLLECTION ACTIVITIES button from the StEPS Main Menu.
- ! Click on the BATCH UPDATE button from the Collection Activities Menu to display the following 3 options:
  - 1. Batch Update Information
  - 2. Get Files from MCS
  - 3. Run Batch Update

Refer to the appropriate section(s) of this chapter (see above) for detailed information on each of these options.